

**Jefferson County
Position Description**

Name:**Department:** Clerk of Courts**Position Title:** Deputy Register in Probate/Juvenile Clerk I/II **Pay Grade:** 2/3 **FLSA:** Non-exempt**Date:** March 2022**Reports To:** Register in Probate**Purpose of Position**

The purpose of this position is to clerk in-court proceedings, manage the flow of cases through the court and maintain court records, primarily for juvenile and probate cases, for the Jefferson County Clerk of Courts and act as the Register in Probate/Probate Registrar in his or her absence.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains electronic court files and records for juvenile and probate departments, including docketing paperwork, distributing copies of letters/orders, scanning papers into court record, disposing of cases, processing orders for change of venue and preparing appeal records.
- Maintains Watts Cases on an annual basis, ensuring hearings are conducted on an annual basis; obtaining Petition & Agency report from Human Services and that the Report is timely, accurate, and complete; and scheduling the hearing and notifying all interested parties.
- Provides excellent customer service when answering and responding to inquiries over the phone or by email or assisting the public at the counter.
- Clerks court hearings by coordinating courtroom appearances, setting up video conferences and phone appearances, taking minutes, swearing in witnesses, marking exhibits, and distributing forms and copies of orders to parties.
- Complies with the court's standing order regarding the appointment of GAL's and adversary counsel from court approved lists. Reviews Guardian ad litem (GAL) and attorney bills, copies, distributes, and scans.
- Reviews weekly electronic calendar and prepares electronic files for distribution.
- Responds to record requests, ensuring the requestor has filed the request appropriately, determining if the request requires Judicial review/signature, and replying to the requestor appropriately.
- Complies with required statutory notifications, including school districts, Crime Information Bureau, and the Department of corrections.
- Processes capias and warrants and notifies sheriff's department to cancel once served.
- Receipts payments ordered by the court.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities. While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Operates and troubleshoots video conferencing equipment, digital audio equipment, and other technology as required.
- Performs general clerical tasks including such duties as sorting and distributing mail, completing bulk mailing projects, updating Law Library with incoming materials, compiling "packets" of information for customers, and monitoring supply.

Minimum Training and Experience Required to Perform Essential Job Functions

Level I Position: High school diploma or equivalent required. One-year related experience and/or training; or equivalent combination of education and experience.

Level II Position: Associates degree or two years related experience and/or training; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Associates degree and one to two years related experience and/or training; or equivalent combination of education and experience. Experience in Probate and/or Juvenile cases highly preferred.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to maintain confidentiality.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government legal structure and interrelationships between governmental units.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to the delivery of individuals in the court system, including record retention and privacy issues.
- Knowledge of laws, government regulations, and agency rules as they relate to government database management, scheduling, and case management.

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of rules and regulations concerning what information may be provided, and how information is to be entered into the system.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books, or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
